

NAVY DEPARTMENT  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
OFFICE OF NAVAL INTELLIGENCE

In reply refer to No.  
Op-16-A  
(SC)P1-5/EN3-10  
P1-5/EN3-10  
Serial No. 0138916

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Declassified / Downgrade to .....

Auth: EO12958 .....

Date: 21 SEP 98 Unit: NCIS 22 .....

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OCT. 9, 1940

Note:  
SUPERSEDED  
by # 26

NAVAL INTELLIGENCE DIVISION CIRCULAR LETTER DC(C) 4-40

SUBJECT: Naval Intelligence Service Operatives.

Reference: (a) N.I.Conf.Circ.ltr.DC(C) 3-40 of April 22, 1940.  
(b) N.I.Conf.Circ.ltr.DC(C) 1-40 of January 12, 1940.

1. This letter covering Naval Intelligence Service Operatives supersedes references (a) and (b) and becomes effective upon receipt.

2. Operative - Definition of

a. A Naval Intelligence Service Operative is defined as "any person authorized by the Director of Naval Intelligence to act in an investigative capacity under the jurisdiction of the Naval Intelligence Service." Operatives are divided into two classes; Special Agents and Agents; and are Officers of the Regular Navy (active or retired), Officers of Class I-V(S) of the Naval Reserve, or Civilians.

3. Operatives - Qualifications of

a. Operatives will be native born citizens of the United States, physically qualified in accordance with requirements set forth in the Manual of the Bureau of Medicine and Surgery, of good personal character and reputation, of unquestionable loyalty, patriotism and integrity, of keen mental ability, sound judgment and good education. Due weight will be given to successful previous experience in business or in investigative work.

b. A Special Agent will be a college graduate, or the equivalent, at least 23 years old, whose qualifications indicate that his services to Naval Intelligence warrant a salary of from \$1800 to \$4500 per annum.

c. An Agent will be at least a high school graduate, or the equivalent, 21 years old, whose qualifications indicate that his services to Naval Intelligence warrant a salary of from \$1500 to \$3600 per annum.

4. Operatives - Appointment of

Special Agents and Agents are respectively appointed by the Director of Naval Intelligence, and by the Commandants of Districts and

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Outlying Naval Stations, with the approval of the Director of Naval Intelligence.

5. Operatives - Pay of

a. The salaries of Civilian Operatives are paid from the fund allotted the Director of Naval Intelligence for the Collection and Classification of Information.

b. The salary to be paid each operative will be recommended by the Commandant and approved by the Director of Naval Intelligence.

6. Operatives - Credentials for

a. Credentials for Naval Intelligence Service Operatives comprise Identification Cards and Badges.

b. Credentials for Operatives are issued by the Director of Naval Intelligence and with his approval, by the Commandants of Naval Districts and Outlying Naval Stations. The issue and destruction of credentials will be in accordance with the instructions contained on the forms prescribed by this Office.

7. Operatives - Oath of Allegiance and Contract for

a. Oaths of Allegiance are required.

b. Contracts for Naval Intelligence Service Operatives are to be executed on prescribed form.

8. Officers of the Naval Intelligence Service not designated Special Agents or Agents are to carry such identification, other than operatives credentials, as the Commandant of the District may prescribe.

9. In addition to Operatives, other individuals may be employed by the Naval Intelligence Service for a specific period of time for particular tasks. Such employees will be designated "Special Employees" and may carry such identification, other than Operatives credentials, as the Commandant may prescribe; except that informers, employed as such, will be given no identification.

10. In the expenditure of funds for Special Employees, due discretion will be exercised, in order that the District's current allotment of funds for Collection and Classification of Information will not be over-expended.

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